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ABSTRACT

Designed to systematically assist local districts to delineate, organize, plan, and implement career education programs, this planning guide presents a twelve-part task analysis. The twelve task analysis sheets are designed to suggest methods and techniques for local school districts of use in achieving twelve goals established by the Nebraska Department of Education for districts developing career education programs. Categories of the task analysis are (1) local school board commitment, (2) student goals and objectives, (3) management system, (4) budget, (5) staff development, (6) parent/student support, (7) community support, (8) instructional services, (9) instructional resources, (10) guidance, (11) community resources, and (12) school district summary profile. Each task sheet contains a goal statement and a list of specific tasks to be accomplished. (LRA)

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NEBRASKA STATE PLAN
FOR
CAREER EDUCATION

Local
District Planner's
Guide

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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CE 023 835

March, 1978
Nebraska Department of Education
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PREFACE

It is the primary responsibility of the Nebraska Department of Education to provide leadership and assistance to local school districts which desire to implement career education programs. The State Plan for Career Education has been developed to systematically assist local districts to delineate, organize, plan and implement career education programs.

This Local District Planning Guide presents aspects for local district administrators and staff to follow in the process of developing their local efforts.

This material is an adaptation of the Washington State Plan for Career Education and is presented as a suggestion for organized planning procedures.

INTRODUCTION

As a part of the Nebraska State Plan for Career Education, the Nebraska Department of Education (NDE) has prepared standards and procedures to be followed by local school districts in their process of assessing local career education activities.

The twelve (12) categories have been designed to assist local districts to develop their local career education plan. Local school districts are responsible for developing a district-wide career education program that will help students attain the district's career education goals and objectives. The following suggested categories are designed to assist districts with this process:

1) Program planning & support: Local school districts are responsible for planning and developing the administration in such a way that the career education program will include the following:

   a) local school board commitment

   b) locally identified & validated student goals and objectives

   c) supportive management procedures and strategies

   d) proposed budgets and financial needs of each component of the program

   e) assign responsibilities for staff development

   f) parent/community support

2) Program implementation: Local school districts are responsible for implementing a career education program which will provide services to students through:

   a) instructional services

   b) instructional resources

   c) guidance & placement

   d) community resources

3) Evaluation: Local school districts are responsible for developing an evaluation plan that will meet the goals outlined under "program implementation" through:

a) student assessment

b) program assessment

The following task analysis is provided to suggest methods and techniques that will help local school districts achieve the identified twelve goals. These may be used and altered in any way that will best meet local district needs.

CATEGORY ONE -- BOARD COMMITMENT

GOAL: Commitment to a local Career Education program by the Board of Directors will be established.

DIRECTIONS: Place an "X" in the box to identify the district's present level of completion.

DIRECTIONS: Place an "X" in the box to identify tasks to be completed this year. Identify person(s) responsible and resources to be used.

NO.	TASK DESCRIPTION	No Action	Planning	Plan In Action	Complete	"X" TASKS	RESPONSIBILITY	RESOURCES
1.1	Assign individual to identify need for Career Education.							
1.2	Form Task force, including interested local citizens and school personnel.							
1.3	Inventory national, state and local status of CE; collect data.							
	a. Examine national literature.							
	b. Consult NDE on state CE activity.							
	c. Collect board resolutions from other school districts.							
	d. Inventory local CE activity, interest and commitment.							
1.4	Develop Board presentation.							
	a. Assemble data, rationale, broad goals, cost estimates.							
	b. Prepare a resolution for Board approval.							

CATEGORY ONE -- BOARD COMMITMENT

DIRECTIONS: Place an "X" in the box to identify the district's present level of completion.

DIRECTIONS: Place an "X" in the box to identify tasks to be completed this year. Identify person(s) responsible and resources to be used.

NO.	TASK DESCRIPTION	No Action	Planning	Plan In Action	Complete	"X" TASKS	RESPONSIBILITY	RESOURCES
1.4	c. Prepare supporting visual data.							
	d. Assign presentation tasks; rehearse.							
	e. Present the plan to the Board.							
1.5	Board adopts resolution and/or plan.							
1.6	Publicize Board action.							

CATEGORY TWO -- STUDENT GOALS AND OBJECTIVES

Goal: Student Goals and objectives compatible with the definition of Career Development will be developed.

DIRECTIONS: Place an "X" in the box to identify the district's present level of completion.

DIRECTIONS: Place an "X" in the box to identify tasks to be completed this year. Identify person(s) responsible and resources to be used.

NO.	TASK DESCRIPTION	No Action	Planning	Plan In Action	Complete	"X" TASKS	RESPONSIBILITY	RESOURCES
2.1	Designate person to direct the project.							
2.2	Form task force on goals and objectives; include parents, teachers and students.							
2.3	Inventory existing CE goals and objectives.							
	a. Review national model and materials from other states.							
	b. Acquire Neb. State CE materials; consult NDE.							
	c. Check local and State basic education goals, objectives, and curriculum for compatible W/CE goals.							
	d. Produce comprehensive list of possible CE goals.							
2.4	Various constituencies rank goals.							

CATEGORY TWO -- STUDENT GOALS AND OBJECTIVES

DIRECTIONS: Place an "X" in the box to identify the district's present level of completion.

DIRECTIONS: Place an "X" in the box to identify tasks to be completed this year. Identify person(s) responsible and resources to be used.

NO.	TASK DESCRIPTION	No Action	Planning	Plan In Action	Complete	"X" TASKS	RESPONSIBILITY	RESOURCES
2.5	Publish prioritized list of major CE goals.							
2.6	Obtain Board approval of goals.							
2.7	Infusion: Teachers from various schools, grade levels and disciplines write measurable objectives (see Cat. 8.2).							

CATEGORY THREE -- MANAGEMENT SYSTEM

GOAL: A management system will be established to assist in the planning and implementation of the district's career education program.

DIRECTIONS: Place an "X" in the box to identify the district's present level of completion.

DIRECTIONS: Place an "X" in the box to identify tasks to be completed this year. Identify person(s) responsible and resources to be used.

NO.	TASK DESCRIPTION	No Action	Planning	Plan In Action	Complete	"X" TASKS	RESPONSIBILITY	RESOURCES
3.1	Prepare a definitive statement of exactly what is to be managed.							
3.2	Identify the staff organization and/or personnel who will develop the system and have management responsibilities.							
3.3	Prepare a rough draft of the management system.							
	a. Review existing national, state, or local models.							
	b. Design a model for the district; include time line.							
	c. Check compatability of model with district organization and/or personnel and policy.							
	d. Revise as required.							
	e. Prepare final rough draft.							

CATEGORY THREE -- MANAGEMENT SYSTEM

DIRECTIONS: Place an "X" in the box to identify the district's present level of completion.

DIRECTIONS: Place an "X" in the box to identify tasks to be completed this year. Identify person(s) responsible and resources to be used.

NO.	TASK DESCRIPTION	No Action	Planning	Plan In Action	Complete	"X" TASKS	RESPONSIBILITY	RESOURCES
3.4	Present final rough draft to appropriate district group or individuals for critique.							
3.5	Revise as required.							
3.6	Present to Superintendent for approval.							

CATEGORY FOUR -- BUDGET

GOAL: A budget program will be established for career education.

DIRECTIONS: Place an "X" in the box to identify the district's present level of completion.

DIRECTIONS: Place an "X" in the box to identify tasks to be completed this year. Identify person(s) responsible and resources to be used.

NO.	TASK DESCRIPTION	No Action	Planning	Plan In Action	Complete	"X" TASKS	RESPONSIBILITY	RESOURCES
4.1	Determine budget needs for all CE activity in the district.							
4.2	Identify possible local, State, Federal, and industrial funding sources.							
4.3	Develop timeline for budget deadlines for each source.							
4.4	Compile costs for each CE need and activity.							
4.5	Prioritize budget items.							
4.6	Provide CE budget information for inclusion in total LEA budget proposal.							
4.7	After Board approval, revise budget strategies and projections if necessary.							
4.8	Notify appropriate groups/ individuals on final budget results.							

CATEGORY FOUR -- BUDGET

DIRECTIONS: Place an "X" in the box to identify the district's present level of completion.

DIRECTIONS: Place an "X" in the box to identify tasks to be completed this year. Identify person(s) responsible and resources to be used.

NO.	TASK DESCRIPTION	No Action	Planning	Plan in Action	Complete	"X" TASKS	RESPONSIBILITY	RESOURCES
4.9	Maintain performance records for future budget requests.							

CATEGORY FIVE -- STAFF DEVELOPMENT

GOAL: A career education staff development plan will be developed and implemented including such techniques as (1) workshops, (2) inservice classes, and (3) released time for visits to industry, etc.

DIRECTIONS: Place an "X" in the box to identify the district's present level of completion.

DIRECTIONS: Place an "X" in the box to identify tasks to be completed this year. Identify person(s) responsible and resources to be used.

NO.	TASK DESCRIPTION	No Action	Planning	Plan In Action	Complete	"X" TASKS	RESPONSIBILITY	RESOURCES
5.1	Survey and determine existing status of staff's knowledge, skill and experience in career education.							
5.2	From category #2 "Goals and Objectives" of Career Ed.: a. Identify priorities b. Develop a timeline							
5.3	Identify community resources, i.e.: Adjacent districts' C.E. program and projections; institutions of higher education's interests and abilities in assisting; labor and industry's interests and abilities in assisting; qualified instructional personnel.							
5.4	Identify possible inservice models: Inservice classes--college or district credit; development of a pilot model; visitations to existing programs; visitations to industry, etc.							

CATEGORY FIVE -- STAFF DEVELOPMENT

DIRECTIONS: Place an "X" in the box to identify the district's present level of completion.

DIRECTIONS: Place an "X" in the box to identify tasks to be completed this year. Identify person(s) responsible and resources to be used.

NO.	TASK DESCRIPTION	No Action	Planning	Plan In Action	Complete	"X" TASKS	RESPONSIBILITY	RESOURCES
5.5	From information assembled, develop a proposed staff development plan.							
5.6	Present plan to appropriate groups and/or individuals for critique.							
5.7	Prepare final draft.							
5.8	Prepare budget for implementation of plan including yearly costs, per student expenditure.							
5.9	Present plan to Superintendent for approval.							
5.10	Assign implementation responsibilities.							
5.11	Supervise and implement staff development inservice program.							
5.12	Evaluate and revise.							

CATEGORY SIX -- PARENT/STUDENT SUPPORT

GOAL: Parent/student organizations will be encouraged to participate in career education program planning and support.

DIRECTIONS: Place an "X" in the box to identify the district's present level of completion.

DIRECTIONS: Place an "X" in the box to identify tasks to be completed this year. Identify person(s) responsible and resources to be used.

NO.	TASK DESCRIPTION	No Action	Planning	Plan In Action	Complete	"X" TASKS	RESPONSIBILITY	RESOURCES
6.1	Identify strategies for gaining parent/student support and participation.							
6.2	Select most appropriate strategy for achieving local support.							
6.3	Choose, adapt and adopt a local strategy.							
6.4	Provide information on CE and CE programs and opportunities for parent/students contribution.							
6.5	Solicit participation and commitment.							
6.6	Involve in all facets of CE planning and implementation.							
6.7	Publicize.							

CATEGORY SEVEN -- COMMUNITY SUPPORT

GOAL: Business, industry, labor, and professions and service groups will participate in the districts' CE program planning and support.

DIRECTIONS: Place an "X" in the box to identify the district's present level of completion.

DIRECTIONS: Place an "X" in the box to identify tasks to be completed this year. Identify person(s) responsible and resources to be used.

NO.	TASK DESCRIPTION	No Action	Planning	Plan In Action	Complete	"X" TASKS	RESPONSIBILITY	RESOURCES
7.1	Identify several CE resource information models and systems for gaining the support and participation of community groups.							
7.2	Meet with principals and teachers for adoption and adaption of plan for local district or for each individual school.							
7.3	Publicize the system to achieve community awareness.							
7.4	Solicit individual and community group volunteers; record information on each (i.e. type of organization, work represented, expertise of members, willingness to donate services, etc.)							
7.5	Check legal aspects of use of community group participation.							
7.6	Cross-reference resources to CE curriculum.							

CATEGORY SEVEN -- COMMUNITY SUPPORT

DIRECTIONS: Place an "X" in the box to identify the district's present level of completion.

DIRECTIONS: Place an "X" in the box to identify tasks to be completed this year. Identify person(s) responsible and resources to be used.

NO.	TASK DESCRIPTION	No Action	Planning	Plan In Action	Complete	"X" TASKS	RESPONSIBILITY	RESOURCES
7.7	Inform teachers about community resources.							
7.8	Provide inservice training to community groups and teachers.							
7.9	Coordinate use of community volunteers and resource files.							
7.10	Publicize community group involvement and achievement in CE.							

CATEGORY EIGHT -- INSTRUCTIONAL SERVICES

GOAL: Curriculum will be developed and implemented to achieve the student goals and objectives of the districts' career education program.

DIRECTIONS: Place an "X" in the box to identify the district's present level of completion.

DIRECTIONS: Place an "X" in the box to identify tasks to be completed this year. Identify person(s) responsible and resources to be used.

NO.	TASK DESCRIPTION	No Action	Planning	Plan In Action	Complete	"X" TASKS	RESPONSIBILITY	RESOURCES
8.1	Collect and have available "Goals and Objectives for Career Ed." developed under Category #2.							
8.2	Collect and have available the "Goals and Objectives" of the district's basic education program.							
8.3	Contact districts for examples of goals and career education integration activities.							
8.4	Form a task force of teachers and subject matter specialists.							
8.5	Task force will accomplish the following items: a. Identify those career ed objectives that can be readily infused with the basic education objectives. b. Develop classroom activities to demonstrate the CE basic education infusion.							

CATEGORY EIGHT -- INSTRUCTIONAL SERVICES

DIRECTIONS: Place an "X" in the box to identify the district's present level of completion.

DIRECTIONS: Place an "X" in the box to identify tasks to be completed this year. Identify person(s) responsible and resources to be used.

NO.	TASK DESCRIPTION	No Action	Planning	Plan In Action	Complete	"X" TASKS	RESPONSIBILITY	RESOURCES
8.5	c. Identify those career education objectives that may require a separate classroom activity.							
	d. Develop these required activities.							
8.6	Obtain administrative approval for piloting.							
8.7	Pilot these activities in selected classroom situations.							
8.8	Evaluate as to effectiveness and student outcomes (see Cat. 12 & 13).							
8.9	Revise as required.							
8.10	Obtain Board approval.							
8.11	Expand throughout district (see Cat. 5).							

CATEGORY NINE -- INSTRUCTIONAL RESOURCES

GOAL: Instructional resources that contribute to the achievement of the student goals and objectives will be available to teachers and students.

DIRECTIONS: Place an "X" in the box to identify the district's present level of completion.

DIRECTIONS: Place an "X" in the box to identify tasks to be completed this year. Identify person(s) responsible and resources to be used.

NO.	TASK DESCRIPTION	No Action	Planning	Plan In Action	Complete	"X" TASKS	RESPONSIBILITY	RESOURCES
9.1	Review and assess district's CE resource materials.							
9.2	Review and assess CE resource materials utilized and/or available from outside sources.							
9.3	List need for materials based upon curriculum and CE learning activities. (See Cat. 8)							
9.4	Identify available funds.							
9.5	Prioritize purchase list.							
9.6	Order materials.							
9.7	Cross-reference materials to curriculum.							
9.8	Make materials available to teachers; install in distribution and filing system (see Cat. 6, 7, and 10).							

CATEGORY TEN -- GUIDANCE

GOAL: A system for assisting students through guidance related to their career development and implemented for all students.

DIRECTIONS: Place an "X" in the box to identify the district's present level of completion.

DIRECTIONS: Place an "X" in the box to identify tasks to be completed this year. Identify person(s) responsible and resources to be used.

NO.	TASK DESCRIPTION	No Action	Planning	Plan In Action	Complete	"X" TASKS	RESPONSIBILITY	RESOURCES
10.1	Inventory and evaluate existing individual assessment materials.							
10.2	Acquire or develop self assessment materials in eight CE elements (see Cat. 12).							
10.3	Establish career counseling and self-assessment responsibility and system within general guidance services.							
10.4	Provide teachers inservice training on use of self-assessment materials and activities (see Cat. 5).							

CATEGORY ELLVEN -- COMMUNITY RESOURCES

GOAL: Resources of the community, both human and material, will be used to expand district's capacity for delivering career education to students.

DIRECTIONS: Place an "X" in the box to identify the district's present level of completion.

DIRECTIONS: Place an "X" in the box to identify tasks to be completed this year. Identify person(s) responsible and resources to be used.

NO.	TASK DESCRIPTION	No Action	Planning	Plan In Action	Complete	"X" TASKS	RESPONSIBILITY	RESOURCES
11.1	Identify community resources; human and material.							
11.2	Recruit volunteers from community and compile information on each.							
11.3	Place information in resource system (see Cat. 7).							
11.4	Check legal aspects on use of outside agencies, facilities and persons.							
11.5	Cross-reference to CE curriculum.							
11.6	Provide inservice training to teachers and outside resource personnel (see Cat. 5).							
11.7	Coordinate use of community facilities, outside agencies, and persons through a record system.							
11.8	Publicize use of community resources for CE purposes.							

The previous task analysis and the following school district summary profile are based on maintaining local autonomy and meeting local needs. Hopefully, the task analysis will be of assistance in the district's effort to help students prepare for their next career step. Also, the summary profile will help plan local priority efforts.

By compiling all local district projected priorities, the NDE will organize its efforts to assist districts in attaining those priorities. Therefore, it is imperative that districts complete the summary profile and send a copy to Jenne Garvey, Career Education Coordinator, P.O. Box 94987, 301 Centennial Mall South, Lincoln, Nebraska 68509. This will help the NDE to better plan and utilize both fiscal and human resources to assist local districts.

SCHOOL DISTRICT SUMMARY PROFILE

The purpose of this form is to establish priorities for NDE program development. There is no attempt made to evaluate school districts on the basis of this report. This form will be collected for state-wide priority on identification of grade and needs.

DIRECTIONS: Place an "X" in the box to identify the district's current level of completion.

DIRECTIONS: Place an "X" in the box to identify the district's projected level of completion.

1977 - 78 SCHOOL YEAR

NO.	TASK DESCRIPTION	No Action	Planning	Plan in Action	Complete	No Action	Planning	Plan in Action	Complete
	PROGRAM PLANNING & SUPPORT								
1	Local school board commitment								
2	Student goals & objectives								
3	Management system								
4	Budget								
5	Staff development								
6	Parent/Student support								
7	Community support								
	PROGRAM IMPLEMENTATION								
8	Instructional services								
9	Instructional resources								
10	Guidance								
11	Community resources								
	EVALUATION								
12	Student assessment								
13	Program assessment								

SCHOOL DISTRICT DATA

Name: _____

Number: _____

Superintendent: _____

CAREER EDUCATION DATA

Person Responsible for Career Education: _____

Title: _____

Persons Completing this Form: _____

Title: _____